



## PROCEDURE FOR ADOPTION OF PROTOCOLS AND POLICIES

### PURPOSE

To establish procedures for the adoption, amendment or repeal of ICEMA medical control protocols, policies and procedures.

Constituency advice and review is an essential component of policy, procedure and protocol development. The EMS constituent review process is advisory to ICEMA for the formulation of prehospital care policies and procedures. Policy/procedure suggestions and/or draft policies are accepted from committees, system participants, individuals and/or interested parties.

### POLICY

1. ICEMA will review all protocols on a bi-annual basis or as necessary to ensure time critical policy changes.
2. Policy changes may occur without specific review from the public or specific committees. Changes include, but are not limited to:
  - a. Changes in wording to clarify the objective.
  - b. Changes in the listed order for clarity or better flow.
  - c. Changes to assure protocol or policy continuity.
  - d. Changes required to comply with state and local law and/or regulation to maintain public health and safety.
  - e. Correction of typographical or formatting errors.
3. ICEMA staff shall develop an initial draft with input from appropriate external agencies, organizations or other established advisory committees (i.e TSAC, STEMI, Stroke) as subject matter dictates, and present proposed protocols to the Protocol Education Committee (PEC) for review.
4. The PEC will provide additional input and make recommendations to ICEMA.
5. Following review by appropriate committees, draft protocols will be submitted to the Medical Advisory Committee (MAC).

6. Following MAC review, protocols will be released for public comment period.
7. ICEMA shall consider all relevant matter presented to it before accepting, amending or repealing any protocol or policy.
8. Policies will be released for thirty (30) day public comment period. The public comment period may be shortened to 15 days if ICEMA determines the policy or protocol to be time sensitive.
9. Upon closure of the public comment period ICEMA will prepare a final draft policies/procedures with a detailed spreadsheet for presentation at the Emergency Medical Care Committee (EMCC) meetings held in all three counties. Spreadsheet shall include all comments received and ICEMA's response to the comments.
10. Following endorsement by the EMCC's, policies will be presented to the ICEMA Medical Director and ICEMA Executive Director for signature.
11. Protocols and/or policies approved by the Medical Director and Executive Director shall become effective no sooner than thirty (30) days after the date of approval.

#### **EMERGENCY PROTOCOLS/POLICIES**

1. If ICEMA determines that an emergency protocol or policy is necessary for the immediate preservation of the public health and safety or general welfare, a protocol and/or policy may be adopted, amended or repealed as an emergency action.
2. Any finding of an emergency will include a written statement describing the specific facts showing the need for immediate action. The statement and the protocol or policy shall be immediately forwarded to the Medical Advisory Committee and appropriate EMS provider agencies. The emergency protocol and/or policy will become effective no sooner than five (5) days following dissemination to the ICEMA Medical Advisory Committee.
3. Protocols or policies adopted under the emergency provision shall remain in effect for approximately one hundred and twenty (120) days to allow for appropriate committee review and public comment period.

## **PUBLIC COMMENT PERIOD**

ICEMA will:

1. Open all protocols to public comment for a period of thirty (30) days except in instances where the ICEMA Executive Director and ICEMA Medical Director deem it necessary to shorten the period to protect and/or improve public health and safety.
2. Post proposed changes on the ICEMA website at [www.ICEMA.net](http://www.ICEMA.net).
3. E-mail proposed changes to voting members of the Emergency Medical Care Committees.
4. E-mail proposed changes to each EMS provider agency.
5. E-mail proposed changes to every person whom has filed a request for notification with ICEMA.
6. Make copies of the proposed protocols and/or policies available to the public and constituents which is consistent with a policy of encouraging the widest possible notice distribution to interested persons.
7. Any oversight in notification described above shall not invalidate any action taken by ICEMA pursuant to this policy.

## **CONTENTS OF PUBLIC COMMENT PERIOD NOTIFICATION**

1. The notice of proposed adoption, amendment, or repeal of a protocol or policy shall include:
  - a. A statement of the time and place of proceedings for adoption, amendment, or repeal of a protocol or policy.
  - b. The name and telephone number of the agency contact person to whom inquiries concerning the proposed action may be directed.
  - c. A date by which comments submitted must be received in writing in order for them to be considered by ICEMA before it adopts, amends, or repeals a protocol or policy.
  - d. The provisions of this section shall not be construed in any manner to invalidate a protocol or policy due to perceived inadequacy of the notice content if there has been substantial compliance with this requirement.

## **REQUEST FOR ADOPTION, AMENDMENT OR REPEAL OF PROTOCOL**

1. Any interested person may request, in writing, the adoption, amendment, or repeal of a protocol or policy as provided in this section. Such petition shall state clearly and concisely:
  - a. The substance or nature of the protocol or policy, amendment or repeal requested.
  - b. The reason for the request.
2. Upon receipt of a written request for the adoption, amendment or repeal of a protocol or policy, ICEMA will notify the petitioner in writing of the receipt of the request and then shall, within thirty (30) days, either deny the request, in writing, indicating why the agency has reached such a decision or schedule the protocol/policy for review in accordance with this policy.
3. ICEMA may grant or deny such a request or take such other action as it may determine to be warranted and will notify the petitioner in writing of such action.